CLEARINGHOUSE

How to add a Proof of Use document after the mark has been verified

User manual

VERSION 0.1

OCTOBER 10TH 2013

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1. ADDING PROOF OF USE

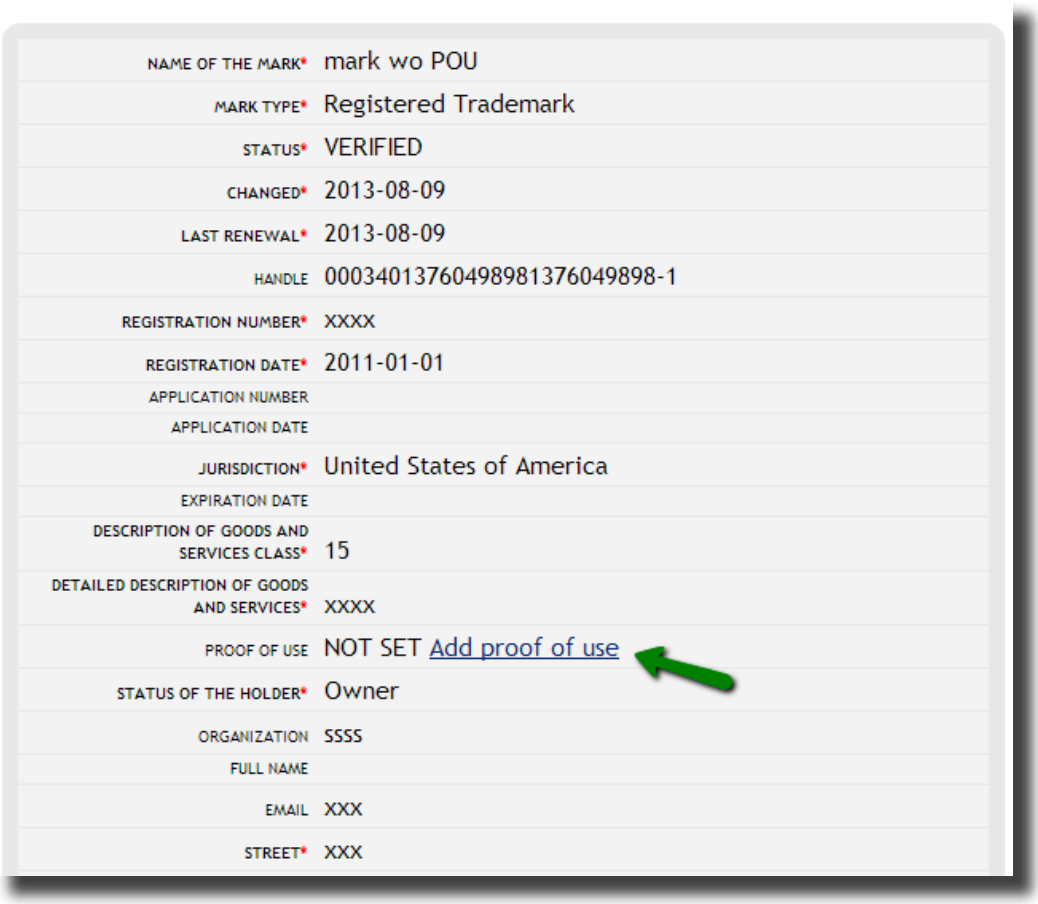
1.1. Adding Proof Of Use to a verified mark record

1.1.1. *Step 1*

Select the Mark Record for which you would like to add a "Declaration of Proof of use including one single sample" document.

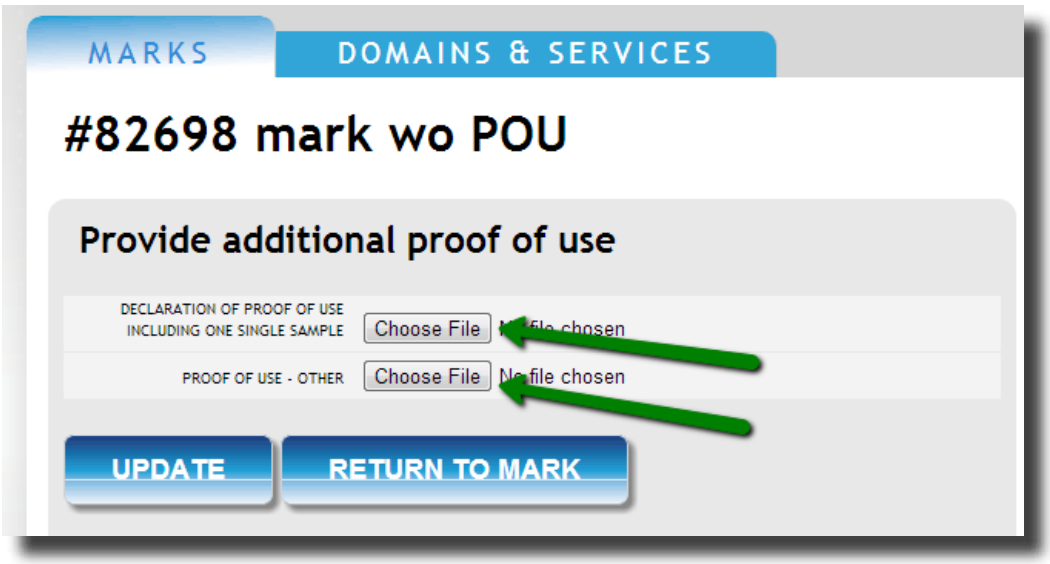
1.1.2. *Step 2*

Once you have opened the Mark Record click on: " **ADD PROOF OF USE**".



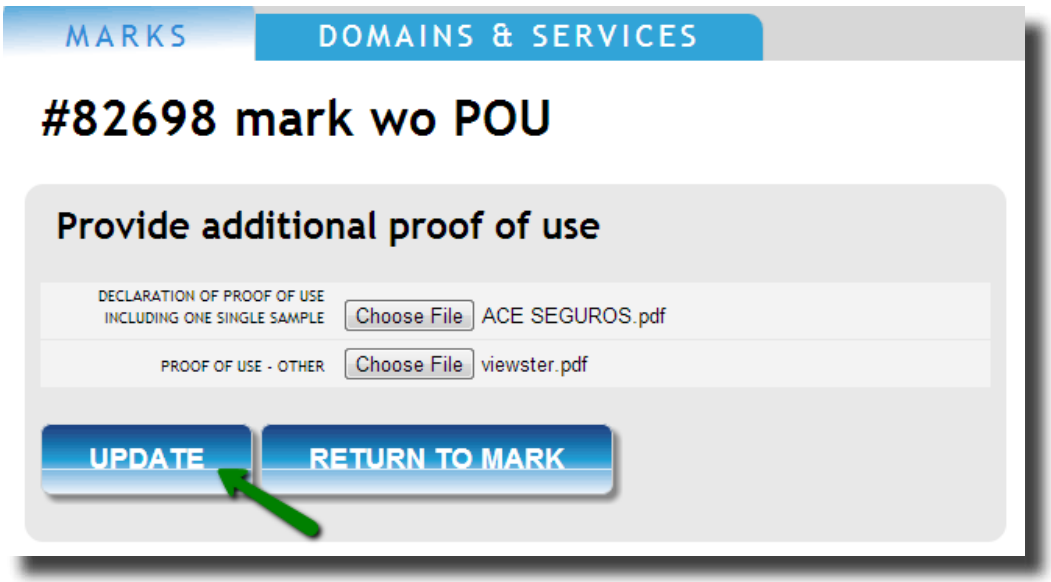
1.1.3. *Step 3*

Upload the "Declaration of Proof of use including one single sample" and/or "Proof of use – other" document.



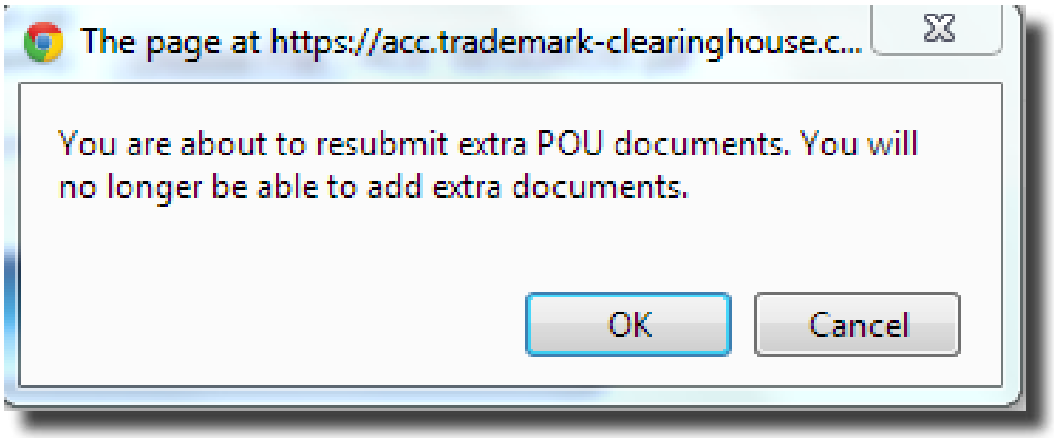
1.1.4. *Step 4*

Click "UPDATE".



1.1.5. *Step 5*

You will get a pop up message warning you, once you submit the document(s), you won't be able to add any extra documents, press "OK" (only if you are sure that you have uploaded the right documents) if no press "Cancel" and return to correct them.


The page at https://acc.trademark-clearinghouse.c...
You are about to resubmit extra POU documents. You will no longer be able to add extra documents.
OK
Cancel

After you complete the above steps, the trademark will be send to the Trademark Clearinghouse for Proof of Use verification and, as soon as the verification process is finished, you will be notified depending.

For more information of Proof of Use please refer to: How to Submit Proof of Use.

2. CORRECTING PROOF OF USE

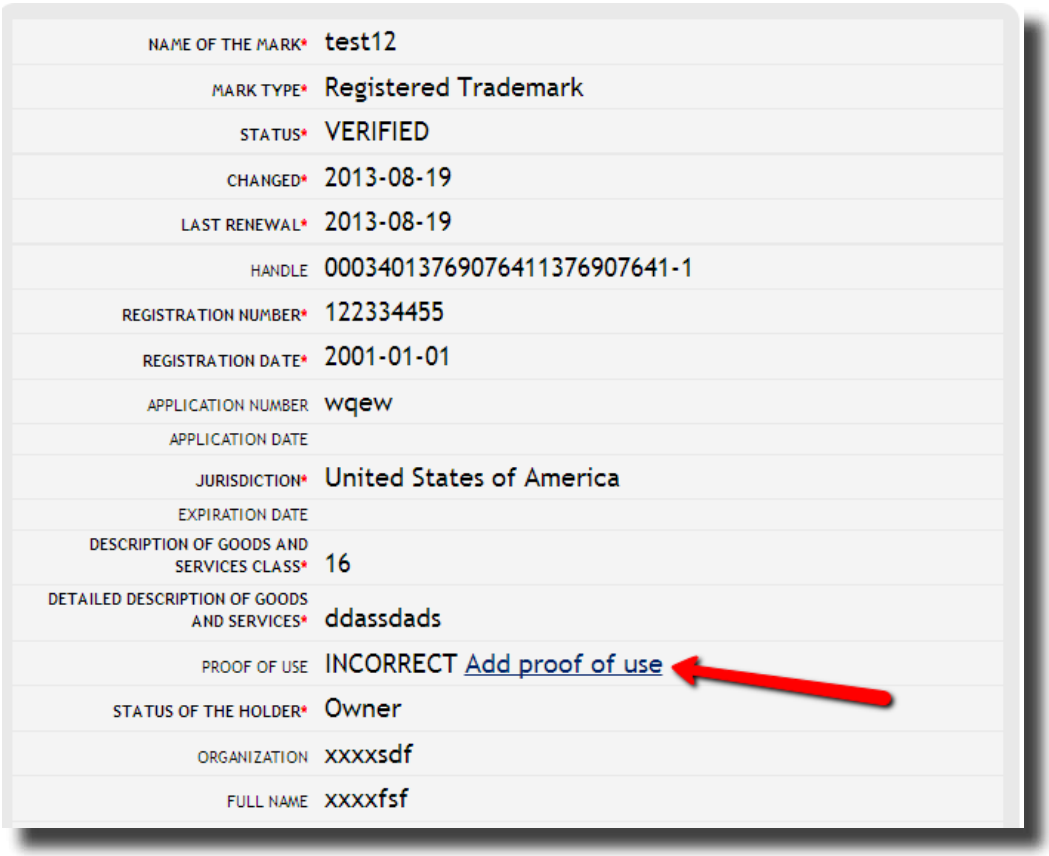
2.1. Correcting Proof Of Use

2.1.1. *Step 1*

Select the Mark Record with Proof of Use (POU) status "Incorrect".

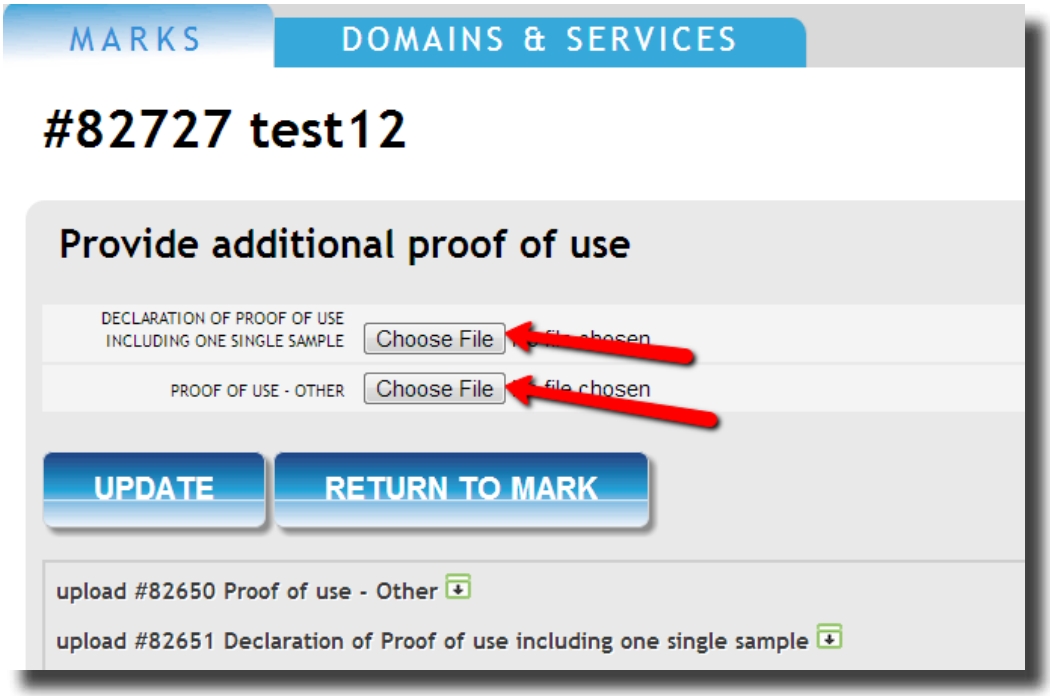
2.1.2. *Step 2*

Once you have selected the Mark Record, go to field "Proof of use" and select "Add proof of use".



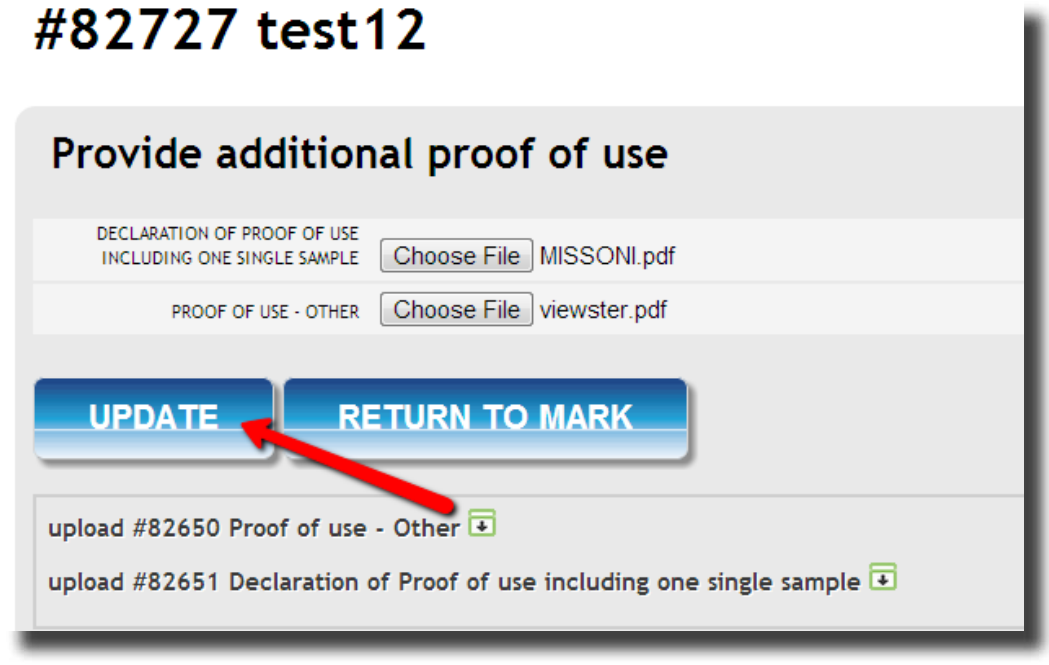
2.1.3. *Step 3*

Upload the corrected documentation.


MARKS
DOMAINS & SERVICES
#82727 test12
Provide additional proof of use
DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE
Choose File
PROOF OF USE - OTHER
Choose File
UPDATE
RETURN TO MARK
upload #82650 Proof of use - Other
upload #82651 Declaration of Proof of use including one single sample

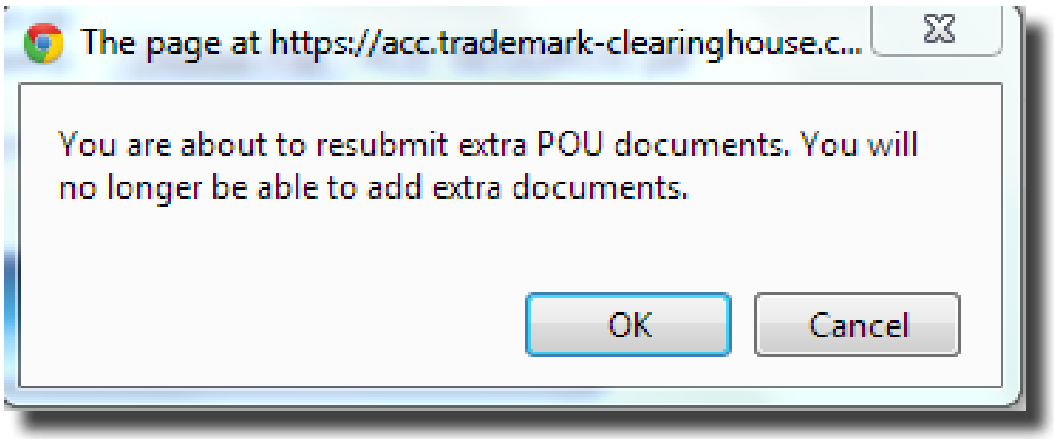
2.1.4. *Step 4*

Click "UPDATE".


#82727 test12
Provide additional proof of use
DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE
Choose File
MISSONI.pdf
PROOF OF USE - OTHER
Choose File
viewster.pdf
UPDATE
RETURN TO MARK
upload #82650 Proof of use - Other
upload #82651 Declaration of Proof of use including one single sample

2.1.5. *Step 5*

You will get a pop up message warning you, that once you resubmit the document, you won't be able to add any extra documents, press "OK" (only if you are sure that you have uploaded the right documents) if no press "Cancel" and return to correct them.


The page at https://acc.trademark-clearinghouse.c...
You are about to resubmit extra POU documents. You will no longer be able to add extra documents.
OK
Cancel

After you complete the above steps the trademark will be send to the Trademark Clearinghouse for Proof of Use verification.

3. ADMINISTRATIVE INFORMATION

3.1. Document information

Subject	How to add a Proof of Use document after the mark has been verified
Client	IBM GTS / Deloitte
Author	Frederik Gommé
Date	10-10-2013
Status	Official version
Version	0.1

3.2. Changes

Version	Date	Author	Summary changes
0.1	10-10-2013	Frederik Gommé	Initial version